
Subject	Sexual Harassment
Index Number	HR-220
Section	Employee Relations
Subsection	General
Category	Human Resources
Contact	Frank Perez-Guerra

References

Equal Employment Opportunity - Executive Order 11246, as amended.

Applicable To

All employees, volunteers, students/residents, instructors, vendors and independent contractors of GUNDERSEN.

Detail

It is the policy of GUNDERSEN to provide equal employment opportunities and foster a good working environment to all current and prospective employees regardless of sex or any other protected status. GUNDERSEN recognizes that unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when they occur in the workplace or in the course of an employee's employment, will inhibit the organization's ability and efforts to achieve full equal employment opportunity.

With this policy statement, GUNDERSEN reaffirms its long-standing commitment to the elimination of all forms of sexual harassment in the workplace. As a condition of employment, all employees, staff, volunteers, students/residents, instructors, and independent contractors are expressly prohibited from engaging in any form of sexual harassment including, for example and without limitation, the following:

1. Demanding or requiring sexual favors, social dating, or romantic gestures as a condition of employment, continued employment, favorable performance appraisals, promotions, or favorable working conditions.
2. Engaging in unwelcome sexual advances or physical contacts of a sexual nature (such as hugs, kisses, intentional brushing against the body, or pinching) which have the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
3. Making unwelcome comments of a sexual nature (such as obscene jokes and sexual innuendoes), which have the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
4. Engaging in repeated and unwelcome conduct such as viewing, drawing, distributing or creating cartoons or other materials or objects about sex or of a sexual nature which have the purpose or

effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working environment.

5. Engaging in the deliberate and unwelcome display or possession of sexually graphic materials or other objects about sex or of a sexual nature, which have the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

Implementation

1. Any current or prospective employee, volunteer, student/resident, instructor, or independent contractor who believes that they have witnessed or been the victim of sexual harassment is encouraged to report such activities immediately to their supervisor, a Human Resource Operations Manager, the Director, Employee and Labor Relations, or the Executive Director, Human Resources. Such complaints will be fully and promptly investigated, and the organization will take appropriate disciplinary action up to and including termination of employment against any person causing the sexual harassment.
2. To protect the rights and interests of all persons involved in actual or alleged violations of this policy, including the victim, the accused employee, and witnesses, such investigations will be conducted discretely, and the results will be disclosed only to those who have a legitimate need to know.
3. Retaliation against anyone who complains about or witnesses sexual harassment is expressly prohibited and grounds for disciplinary action up to and including termination of employment.
4. False accusations of sexual harassment made in bad faith will result in disciplinary action up to and including termination of employment.

RESPONSIBILITY:

Human Resources:

- Provides information to supervisors concerning this policy and the procedures to be followed in the event complaints of sexual harassment arise.
- Fully and promptly investigates all complaints of sexual harassment and takes appropriate disciplinary action up to and including termination of employment against any person causing the sexual harassment.

Managers, Supervisors:

- Responsible for maintaining a workplace free of sexual harassment, including discussing this policy with their staff.
- Notifies a Human Resource Operations Manager, the Director, Employee and Labor Relations or the Executive Director, Human Resources of all complaints of sexual harassment.

- Assists as needed during the investigation and any follow up actions.

Employee, Volunteer, Student/Resident, Instructor, Vendor, Independent Contractor:

- Any person who believes that they have witnessed or been victim of sexual harassment should report such activities immediately to their supervisor, a Human Resource Operations Manager, the Director, Employee and Labor Relations, or the Executive Director, Human Resources outlining the nature of the complaint.